

MINUTES OF MEETING

Project Name:	Rehabilitation of 96 Public Schools in Lebanon	
Objective:	Request for Proposal for the rehabilitation of 96 Public Schools in Lebanon (LRPS 2023-9182373)- Pre-bid Meeting	
Date:	May 5, 2023	Time: 09:00 am
Present:	UNICEF: Reem Badran (RB), Ali Kain (AK) Roger Allam (RA) UNICEF Consultant: Spectrum: Georges Kahwajy (GK), AbdulWahed Chehab: Rabih Al Awad (RA), FAST: Mazen El Hassan (MH) Potential bidders	

1- Project Brief and Evaluation Criteria

- RA: introduced the consultants and UNICEF staff to the attendees.
- (RA): Submission due date of bids is 5 June 2023 at 12:00 hrs, and the last date to receive the questions is May 19th, then UNICEF will reply to all questions on the 26th of May 2023.
- Vendor Declaration / EU pillar Assessment declaration should also be filled, signed and submitted along with the documents.
- (RA): Bidders shall submit their proposals into 2 separate envelopes as clarified during the meeting and as per the email sent to the bidders prior the pre-bid meeting and by 2 separate emails to lebtender@unicef.org:
 - 1- For technical proposal: 3 copies of CDs.
 - 2- For financial proposal: one CD and stamped hardcopy. The CD should include financial proposal in both excel and PDF formats, the PDF format should be stamped.

The two envelopes should be sealed and placed in one envelope marked with RFP number LRPS 2023-9182373.

Links for attachments should be without expiry date.

RB explained the project requirements and the bidding process as follows:

- UNICEF explained the project objective, scope of work, and timeframe as stipulated in the RFP.
- Main purpose is to contribute to improving the public education infrastructure by providing a healthy and safety learning environment that serve the vulnerable pupils in Lebanon. The importance is set on the Childs and their increasing needs due to the actual crisis.
- This intervention is part of a plan developed by UNICEF with MEHE and approved by the minister based on the donors' contributions. First part included 27 schools, and this is the second phase including 96 schools.
- The scope of work as stated in the RFP includes civil, architectural, mechanical, and electrical works. Solar PV is provided in some schools or optional in other schools.
- Optional items should be priced as these might be included during the execution based on received funds. The optional items prices will be assessed during the review process to make sure prices are reasonable.
- The contract is a lump sum contract. The BOQs will be used as monitoring tool.
- The project consists of 17 lots all around Lebanon. Bidders are entitled to bid for one lot or more. However, UNICEF reserves the right to decide on assigning the lots to different contracting firms based on their proven capacities.
- UNICEF may visit the contractor's premises, warehouse and construction sites to check on his capacity to handle the project load.
- (RB) listed and explained all the mandatory documents (page7&8) that shall be issued no longer than 3 months ago and valid during the time of submission and evaluation period. It is understandable that the quittance of social security fund is issued on yearly basis. Submission of mandatory documents should be maximum in 3 weeks: 26/05/2023 to get 1 week for review and resubmission if needed. Originals will be returned one week after bidding due date.
- Site visits are mandatory, (as per dates shared in mail), UNICEF consultant will be present during the site visits. Each contractor should attend the visit to the lots he is applying for. thus, failure to attend them will disqualify the bidder.
- (RB) explained how the evaluation will take place where there are two separate committees: technical committee of three evaluators including one evaluator from the Ministry of Education; and a different

committee for financial part. This aims for transparency and fairness. The evaluators work solely and the average of the scores provided by the three evaluators will be combined with the financial score. Only the Bidders that pass the technical evaluation (passing score is 50 out of 70) can proceed to the financial evaluation. At the end, the two results will be combined to generate the final score. Lot(s) will be awarded to contracting firms with highest combined score, i.e., not to the bidder who submitted the lowest financial offer.

- BOQ items with 0 quantities should be priced. In case not provided UNICEF is not obliged to execute such items if needed in the project by the contractor.
- Technical documents should be submitted in soft copy only, signed and stamped. (Electronic signatures are accepted).
- Method statement for each lot is required. In case the contractor is applying for more than one lot, he should specify the number of lots and provide an overall method statement to show how he will manage the execution of more than one lot at the same time.
- Risk assessment: bidders shall state clearly potential risks and risk mitigation plan in their technical proposal, part of method statement, that will be evaluated by UNICEF.
- (RB) emphasized on the project duration of 8 months (6 for implementation and 2 for snagging and de-snagging, handover, and project closure). Contractor should submit his proposed timeline respecting the project allocated duration. Timeline should show the works arrangements during this period.
- Similar completed or in hand projects (similar in type, size, and cost) within the past seven years should be submitted for bidders' experience. Each similar experience project along with references and contacts, completion evidence has 3 points with a maximum of 15 points.
- Company profile with detailed CVs should be provided as requested. If the bidder fails to submit a CV for any of the listed key personnel, the allocated mark will not be given.
- Generic QA/QC and H&S shall not be submitted. Adapted plans for each lot should be provided.
- Bidders to include their approach to mitigate negative social and environmental impact on local community.
- Insurances as per the contract requirements should be provided when the contracts are awarded.
- Performance guarantee: 10 % in fresh USD as per exact UNICEF form- swift to Citibank
- 10% retention will be applied on each payment due and returned against a 10% DL after the Substantial handover to MEHE.
- (MH): provided CVs in Bidding documents should be realistic as these will be checked towards the requirements of TOR once the contract is awarded.
- (GK) Highlighted that all items and goods dismantled from schools are the property of the school and should be handed to the school principles.
- (GK) stressed on the importance of providing a full physical separation between the contractor's labours, equipment and goods and students and school staff.
- (GK): importance of safety: site and personnel
- (RB): highlighted that contractor will be responsible for providing electricity and water required for his activities and shouldn't rely on schools' resources.

2- Questions Asked by Bidders

1. Annex d and E are missing	D: all BOQs are considered annex D E: all the technical documents (Specs and drawings)
2. 0 quantities are not provided with sufficient data for pricing	Contractors to send their queries by email, UNICEF will answer with its final decision regarding the pricing of 0 quantity items.
3. Same unit price for all schools?	Yes, all unit costs should be the same. Unless there is a specific situation (to be clarified)
4. Price breakdown is required?	Yes
5. Mandatory Original copy conform accepted?	yes
6. Are the value-added documents mandatory?	No.

7. If a company is applying for several lots to get only one	This should be stated clearly in the technical offer.
8. Proposed timeline per school or per lot	Depends on the level of elaboration. Timeline to be prepared per lot showing disaggregated activities or schools.
9. Bidders who intend to bid for more than one lot shall submit separate technical proposals or can submit a single proposal.	Bidder to submit one proposal with data separated by lot.

N.B.	Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders' own risk.
-------------	--

<p style="text-align: center;">Roger Allam</p> <p>Date: May 5, 2023</p> 	<p style="text-align: center;">Reem Badran</p> <p>Date: May 5, 2023</p> <p style="text-align: center;"><i>Reem Badran</i></p>
--	--